



LIBRARY OF VIRGINIA

LOCAL RECORDS PROGRAM MANAGER

Position #00092 (Full-Time), Pay Band 06

Library Manager; 29054

Salary Range \$70,000 to \$85,000 (commensurate with experience)

Open to the General Public

September 5, 2023 – September 25, 2023

The Library of Virginia, local records division, is seeking a Local Records Program Manager, Library Manager, to manage the work of the Local Records Processing Branch in order to promote universal patron access to the documentary heritage of the Commonwealth and its citizens. This position will supervise and ensure effective daily operation of the Local Records Branch, including processing of local records housed at the Library of Virginia, with emphasis on Virginia's Circuit Court records.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

- 10% - Performance Management
- 25% - Local Records Branch Management
- 20% - Digital Chancery Project Coordinator
- 15% - Arrangement & Description Management
- 15% - Records & Database Maintenance
- 15% - Program Publicity

This is an exempt level position and is eligible for limited teleworking after the first six months of employment.

REQUIRED QUALIFICATIONS

- Considerable knowledge of archival standards, theory, and practice;
- Considerable knowledge of Virginia state and local history and legal processes;
- Working knowledge of standard archival conservation guidelines;
- Working knowledge of MARC and EAD cataloging standards preferred;
- Demonstrated ability to analyze, arrange, and describe collections accurately;
- Demonstrated ability to examine chancery papers, analyze information therein, and index pertinent data;
- Demonstrated ability to communicate effectively, orally and in writing;
- Demonstrated ability to lead and work as an effective member of a team;
- Demonstrated ability to delegate responsibilities;
- Demonstrated ability to develop training materials and implement training for various projects;
- Demonstrated ability to represent the program to the archival community, elected and appointed local government officials, diverse audiences, and constituents;
- Ability to coordinate the activities of a varied professional and paraprofessional staff effectively.

PREFERRED QUALIFICATIONS

- Master's degree in U. S. history, library science or related field and formal training in archives administration;
- Considerable experience as an archivist at an entry level required;
- Demonstrated experience in progressively responsible archival position preferred; and
- Ability to read, write, and translate in a language in addition to English desirable.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Local Records Program Manager - Richmond, Virginia, United States](#) for position #00092. Questions should be directed to humanresources@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail, or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact humanresources@lva.virginia.gov.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at humanresources@lva.virginia.gov. **An EEO/AA/ADA Employer**

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or humanresources@lva.virginia.gov. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.